

CHRISTCHURCH FOOD FESTIVAL EDUCATION TRUST

VOLUNTEERS POLICY

REVISED: SEPTEMBER 2023

Christchurch Food Festival Education Trusts (CFFET) exists to

Advance education and promote the health of the residents of Christchurch area by providing and / or assisting in the provision of education, training and guidance on nutritional health and food preparation.

To meet these aims and objectives, CFFET engages people to carry out a variety of tasks and these can be paid or voluntary. This Policy aims to set out the relationship between the CFFET Trustee board and those who carry out the Trust's work in a voluntary capacity.

Recruitment

Volunteers may be recruited for a specific project or for a long-term requirement as agreed to by Trustees.

Recruitment can be through advertisements or by request to volunteers' groups and volunteer networks.

Equal Opportunities

CFFET does not discriminate against any person or persons, due to their race, gender, sexuality or disability.

Induction and Training

Induction and training will be offered as appropriate for each project where volunteers have been recruited. Volunteers will be given the name and contact details of the person responsible for the project and to whom any questions or concerns should be addressed in the first instance.

Support

Where a volunteer/s is/are experiencing difficulties as a direct result of their role as volunteer for CFFET, their questions and / or concerns should be addressed in the first instance to the person whose details they were given at induction.

Should they feel unable to do so, they should contact the Chairman of the Trustees. If this is the person whose contact they were given at induction, then they should contact another Trustee.

Expenses

CFFET does not expect volunteers to be out of pocket as a direct result of their working on behalf of CFFET. Valid expenses claims and any subsistence allowances will be explained during their induction.

Health and Safety

CFFET takes seriously the health and safety of all those who work on its behalf. All CFFET events will have a risk assessment and, where appropriate, a method statement. Volunteers will have access to these documents. Where a volunteer sees or experiences a potential risk that has not or is not being addressed, they should notify the person in charge immediately. Should they feel the matter has not been resolved, they should contact the Chairman of the Trustees. If this is the person whose contact they were given at induction, then they should contact another Trustee.

In some circumstances a Disclosure and Barring Service (DBS) check of a volunteer or volunteers may be required. Where this is the case, the cost will be borne either by the Trust or the commissioning body or company.

CFFET holds public and employer liability insurance.

Disputes

If for any reason the volunteer feels they have been treated unfairly during their time volunteering for CFFET, their grievances should be taken to the Chairman of the Trustees.

This policy was approved by Trustees On:

DATE: 31st October 2023

Signed:



This Policy should be reviewed within three years and no later than:

DATE: September 2026